

BY-LAWS
CARTERET COUNTY 911 COMMUNICATIONS ADVISORY BOARD

The Carteret County Board of Commissioners approved a resolution on April 21, 2008, creating the Carteret County 911 Communications Advisory Board; and

SECTION 1: CREATION, NAME, NUMBER OF MEMBERS

There is hereby created a Carteret County 911 Communications Advisory Board composed of seven members consisting of the following representation:

1. One (1) member from the Town of Atlantic Beach
2. One (1) member from the Town of Morehead City
3. One (1) member from the Town of Emerald Isle
4. One (1) member from the Carteret County Sheriff's Department
5. One (1) member who is a chief appointed by the Carteret County Fire & EMS Chief's Association.
6. Two (2) Members-at-large

The Carteret County Emergency Services Director, Carteret County Fire Marshal, Emergency Medical Coordinator and the GIS Administrator will serve as Ex-Officio members on the Carteret County 911 Communications Advisory Board.

SECTION 2: MISSION

The Mission of the Carteret County 911 Communications Advisory Board shall be to formulate guidelines for implementation and operation of a twenty-four hour emergency communications center, to support public safety and protection of life, limb and property.

SECTION 3: ROLE OF THE 911 COMMUNICATIONS ADVISORY BOARD

The role of the 911 Communications Advisory Board as approved by the Board of Commissioners is:

1. To serve as a liaison between Carteret County's consolidated 911 communications center and the agencies it serves.
2. To formulate guidelines for implementation and operation of a twenty-four (24) hour emergency communications center.
3. To make recommendations to the Board of Commissioners and to the Office of Emergency Services for continuing improvement of the communications system.

SECTION 4: LENGTH OF APPOINTMENTS

Initial appointments to the 911 Communications Advisory Board shall be as follows:

1. Members appointed to the Carteret County 911 Communications Advisory shall serve a four-year term with staggered terms. Initially four members shall serve for four (4) years and three for two (2) years. Members may be replaced to fill vacancies as needed.
2. Members representing Atlantic Beach, Emerald Isle, Morehead City and the Carteret County Sheriff's Office shall serve four (4) year terms. Members representing the local Fire and Rescue Chiefs Association and the members-at-large shall serve two year terms. The Fire and Rescue Chiefs Association representative must maintain membership within the association to continue service on the Carteret County 911 Communications Advisory Board.
3. Members of the 911 Communications Advisory Board shall be eligible for reappointment.
4. The Carteret County Emergency Services Director, Fire Marshal, Emergency Medical Coordinator and GIS Administrator will serve as ex-officio members and will not be voting members of the Advisory Board.

SECTION 5: ATTENDANCE OF MEMBERS

An appointed member of the 911 Communications Advisory Board who misses more than three consecutive regular meetings shall be deemed to have tendered his or her resignation as a member of the Carteret County 911 Communications Advisory Board. The Board of Commissioners may take no action to reappoint that member or may replace the member as in case of a vacancy. Absence due to sickness or other emergencies of like nature shall be regarded as excused absences and shall not affect the member's status on the Commission except that in the event of an illness that causes a prolonged absence, the member may be replaced.

SECTION 6: OFFICERS AND DUTIES

A. Chair

1. The Emergency Services Director will serve as the 911 Communications Advisory Board Chair.
2. The position of chair shall be a non-voting position. The role of the Chair shall be to guide the 911 Communications Advisory Board as it carries out its various roles. The Chair will keep the 911 Communications Advisory Board members focused and offer advice as needed.
3. The Chair will serve as the presiding officer of all 911 Communications Advisory Board meetings.

4. As presiding officer, the Chair shall have the following powers:
 - To rule motions in or out of order, including any motion offered for obstructive or other purposes.
 - To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks.
 - To call a brief recess at any time.
5. A decision by the presiding officer under any of the powers listed may be appealed to the 911 Communications Advisory Board upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The motion, if timely made, may not be ruled out of order.

B. Vice-Chair

1. The 911 Communications Advisory Board will select a Vice-Chair annually from among the voting members.
2. The position of Vice-Chair shall be a voting position.
3. The role of the Vice-Chair shall be to serve as the presiding officer of the 911 Communications Advisory Board in the absence of the Chair.
4. While serving as the presiding officer, the Vice-Chair shall have the same powers as the Chair.

C. Secretary

The Carteret County Emergency Services Staff shall serve as Secretary, in a non-voting capacity.

There is no limit on how many times a Commission member might be elected an officer. In the event an officer's appointment to the Commission is terminated, a successor shall be elected by the Commission at the meeting following the termination of the officer's service for the balance of the officer's term.

SECTION 7: MEETINGS

The 911 Communications Advisory Board shall meet as needed to accomplish its mission as designated by the Chair. Each member is responsible for attending all regular 911 Communications Advisory Board meetings unless excused by the Chair.

A. Regular Meetings

The 911 Communications Advisory Board shall hold a regular meeting each alternating month, or in accordance with another schedule approved by a majority of the 911 Communications Advisory Board. The meetings will be conducted at a location designed by a vote of the members

B. Special Meetings

The Chair may call for a special meeting if the Chair determines that delaying 911 Communications Advisory Board consideration of an issue would be contrary to public interest.

C. Meeting Notice – Regular Meetings

A current schedule specifying the time, date and place of the 911 Communications Advisory Board's regular meetings for the calendar year will be kept on file with the Deputy Clerk to the Board of Commissioners. Any revision to the schedule will be sent to the Deputy Clerk at least seven calendar days before the first meeting to be held under the revised schedule.

D. Meeting Notice – Special Meetings

For any 911 Communications Advisory Board meeting to be held at a time or place other than those shown on the filed schedule of the 911 Communications Advisory Board's meeting, a written notice of the date, time, place and purpose will be sent to the Deputy Clerk to the Board of Commissioners at least three calendar days before the meeting.

E. Quorum

1. A simple majority of the full membership of the 911 Communications Advisory Board will constitute a quorum of 911 Communications Advisory Board members. A quorum is required to transact any 911 Communications Advisory Board business other than to adjourn.
2. The Chair may not call a meeting to order until such time as a quorum is present unless, after waiting a reasonable time past the meeting's scheduled starting time, the Chair determines that there is no hope of obtaining a quorum. In that case, the Chair will call the meeting to order, note the lack of a quorum, and adjourn the meeting.
3. If a quorum ceases to be present at any time during a meeting, the Chair will note the lack of a quorum, order the cessation of business, and adjourn the meeting.

SECTION 8: Conduct of Meetings

1. In accordance with the State's open meeting law, all official meetings of the Carteret County 911 Communications Advisory Board will be open to the general public and any person is entitled to attend.
2. As presiding officer, the Chair may take whatever actions necessary to provide opportunity for discussion on issues, focus comments and discussion on issues being considered, ensure orderly meetings, and ensure the efficient disposition of issues before the 911 Communications Advisory Board.
3. Any voting member of the 911 Communications Advisory Board may make a motion, no second is required.
4. A substitute motion is out of order while another substantive motion is pending.

5. A motion shall be adopted by a simple majority of the votes cast, unless otherwise required by the laws of North Carolina.
6. After a motion is made, the Chair shall state the motion and then open the floor for debate. The Chair shall preside over the debate according to the following general principles:
 - The maker of the motion is entitled to speak first.
 - A member who has not spoken on the issue shall be recognized before someone who has already spoken.
 - To the extent possible, the debate shall alternate between proponents and opponents of the motion.
7. A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.
8. The introducer may withdraw a motion at any time before it is amended or before the Chair puts the motion to a vote, whichever occurs first.

Section 9: Minutes

1. The minutes of the 911 Communications Advisory Board's meetings represent the official record of the 911 Communications Advisory Board's discussions and actions.
2. The Carteret County Emergency Services Department will prepare minutes for the 911 Communications Advisory Board meetings. The minutes will state which members were present and which members were absent.
3. The minutes will briefly summarize the content of each item before the 911 Communications Advisory Board, state who made and seconded motions, and record the votes on each item.
4. 911 Communications Advisory Board meeting minutes will be on file in the Carteret County Emergency Services Office and may be inspected by any person at all reasonable times.

These bylaws were approved by the Board of Commissioners on April 21, 2008.